



## City of Kingsburg

1401 Draper Street, Kingsburg, CA 93631-1908  
Phone (559)897-5821 Fax (559)897-5568

Mayor Michelle Roman  
Mayor Pro Tem Bruce Blayney  
Council Member Staci Smith  
Council Member Sherman Dix  
Council Member Laura North

City Manager Alexander J. Henderson

# AGENDA KINGSBURG CITY COUNCIL

Council Chambers, 1401 Draper Street, Kingsburg, CA 93631 (559) 897-5821

[www.cityofkingsburg-ca.gov](http://www.cityofkingsburg-ca.gov)

**Wednesday, August 2, 2017 at 6pm**

### **5:30 P.M. CLOSED SESSION MEETING:**

#### **1. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION**

Significant exposure to litigation pursuant to California  
Government Code Section 54956.9 (b): (One potential case)

### **6 P.M. REGULAR SESSION MEETING:**

Invocation to be given by Pastor Jim Collins of First Baptist Church followed by the Pledge of Allegiance led by Mayor Michelle Roman.

#### **I. Call to Order and Roll Call**

#### **II. Public Comments: This is the time for any citizen to come forward and address the City Council on any issue within its jurisdiction that is not listed on the Agenda. A maximum of five (5) minutes is allowed for each speaker.**

#### **III. Approve Agenda: Action by the Council to approve the agenda or to make modifications. Items that can be added to the agenda is constrained by State law.**

#### **IV. Consent Calendar: Items considered routine in nature are to be placed on the Consent Calendar. They will be considered as one item and voted upon in one vote unless individual consideration is requested. Each vote in favor of the Consent Calendar is considered and recorded as a separate affirmative vote in favor of each action listed. Approval of the Consent Calendar items include recitals reading ordinance(s) by titles(s) only and adoption of recommended action(s) contained in Staff Reports.**

- 1. Approval of City Council Minutes: Approve the minutes from the July 19, 2017 City Council Meeting as prepared by City Clerk Abigail Palsgaard.**

2. **Ordinance 2017-006- Waive the second reading and adopt Ordinance No. 2017-006 approving the pre-zoning of 13 acres from the Fresno County AE-20 (exclusive agriculture, 20-acre minimum) zone district to Kingsburg R-1-7 (single family residential, one unit per 7,000 square feet) zone district with the following recital constituting reading of the title of the Ordinance:**

“AN ORDINANCE OF THE CITY OF KINGSBURG AMENDING TITLE 17 - ZONING, OF THE KINGSBURG MUNICIPAL CODE, PRE-ZONING REAL PROPERTY FROM FRESNO COUNTY AE-20 ZONE DISTRICT (EXCLUSIVE AGRICULTURE, 20-ACRE MINIMUM) TO KINGSBURG R-1-7 ZONE DISTRICT (SINGLE-FAMILY RESIDENTIAL, ONE UNIT PER 7,000 SQUARE FEET) ”

3. **Approve a Letter of Support for PG&E Economic Development Rate Extension to be signed by Mayor Roman**
4. **Approve a Letter of Support of Temperance Flat Dam and Reservoir Project to be signed by Mayor Roman**

#### **V. REGULAR CALENDAR**

1. **Proposed Micro-Grant for Beautification funded by the City.** Staff Report by City Manager Alex Henderson  
Possible Action(s):
  - a. Presentation by City Manager Alex Henderson
  - b. Council Discussion
  - c. Informative, Direction from Council

#### **VI. Council Reports and Staff Communications**

1. Community Services Commission
2. Public Safety Committee
3. Chamber of Commerce
4. Economic Development
5. Finance Committee
6. Planning Commission
7. City Manager's Report

#### **VII. Other Business that may come properly before the City Council**

#### **VIII. Adjourn Regular Kingsburg City Council Meeting**

*Any writings or documents provided to a majority of the City Council regarding any item on this agenda will be made available for public inspection at City Hall, in the City Clerk's office, during normal business hours. In addition, such writings and documents may be posted on the City's website at [www.cityofkingsburg-ca.gov](http://www.cityofkingsburg-ca.gov).*



**6:00 P.M. REGULAR CITY COUNCIL MEETING  
JULY 19, 2017**

Invocation was given by Pastor Peter Querin of the Kingsburg New Life Ministries Church, followed by the Pledge of Allegiance led by Mayor Michelle Roman.

**Call to Order and Roll Call:** At 6:04 P. M. Mayor Michelle Roman called the regular meeting of the Kingsburg City Council to order.

**Council Members present:** Laura North, Staci Smith, Sherman Dix, Bruce Blayney, and Mayor Michelle Roman.

**Staff Present:** City Manager Alexander Henderson, City Attorney Michael Noland, City Clerk Abigail Palsgaard, Police Chief Neil Dadian, and Community Services Director Adam Castaneda.

**Public Comments:** None

**Approve Agenda:** A motion was made by Council Member Blayney, seconded by Council Member Dix, to approve the Agenda as published. The motion carried by unanimous voice vote.

**Consent Calendar:** A motion was made by Council Member Smith, seconded by Council Member North, to approve the items appearing on the Consent Calendar. The motion carried by unanimous voice vote.

1. **Approval of City Council Minutes:** Approve the minutes from the June 21, 2017 City Council Meeting as prepared by Planning Secretary Mary Colby.
2. **Check Register–** Ratify/approve payment of bills listed on the check register for the period June 1, 2017 through July 12, 2017 as prepared by Accounts Payable Clerk Grace Reyna.
3. **Ordinance 2017-003-** Waive the second reading and adopt Ordinance No. 2017-003 of the City of Kingsburg Authorizing the Levy of a Special Tax Within Community Services District No. 2017-01 (Public Services District) with the following recital constituting reading of the title of the Ordinance:

**“AN ORDINANCE OF THE CITY OF KINGSBURG AUTHORIZING THE  
LEVY OF A SPECIAL TAX WITHIN COMMUNITY SERVICES DISTRICT  
NO. 2017-01 (PUBLIC SERVICES DISTRICT)”**

4. **Resolution 2017-035-** Adopt Resolution 2017-035 of the City Council of the City of Kingsburg Concerning Local Transportation Purpose Funds Extension (Measure “C” Extension)
5. **Wage Schedule-** Approve the revised wage schedule for July 1, 2017 and January 1, 2018. The wage increases are based upon: (1) City Council approved Memorandum(s) of Understanding between the City and the Employee Associations; (2) the minimum wage increase from \$10.50 an hour to \$11 an hour beginning on January 1, 2018; and (3) wage increases for supervisory part-time staff that will be affected by the January 2018 minimum wage increase. – Staff Report prepared by Director of Administrative Services Christina Windover

6. **Appointment to the Community Service Committee** – Affirm Mayor Roman’s appointment of Jewel Hurtado to the Kingsburg Community Service Committee to complete a four-year term to expire in November 2018. (Application included).
7. **Accept the Meadow Lane & Sunset Street Pavement Rehabilitation Project constructed by RJ Berry Jr., Inc. and authorize the City Engineer to file the Notice of Completion.** - Staff Report prepared by City Engineer Dave Peters
8. **Accept the Smith Street Reconstruction Project constructed by Don Berry Construction and authorize the City Engineer to file the Notice of Completion.** - Staff Report prepared by City Engineer Dave Peters

## **REGULAR CALENDAR**

**PUBLIC HEARING- REGARDING ANNEXATION OF 13 ACRES INTO THE CITY OF KINGSBURG, PRE-ZONING 13 ACRES FROM FRESNO COUNTY AE-20 ZONE DISTRICT TO THE CITY OF KINGSBURG R-1-7 AND APPROVAL OF PLANNED UNIT DEVELOPMENT PUD 2016-04 (GHUMAN), 39 SINGLE-FAMILY LOTS AND ASSOCIATED OPEN SPACE.** Staff Report prepared by Planning Consultant Greg Collins.

**Open Public Hearing** – At 6:08 P. M. Mayor Roman opened the public hearing.

**Presentation by Planning Consultant Greg Collins** – Mr. Collins explained that the City would be adding 13 acres and approving PUD No. 2016-04. The Kingsburg Planning Commission is recommending approval of both of the applications. This piece of property encompasses about 5 rural lots. Applicants applied for annexation through the County a couple of years ago. Now they are initiating annexation through City Council. If this is approved, it will be forwarded to LAFCo. The zoning will afford for residential lots. You are also considering a PUD that falls within the North Kingsburg Specific Plan (NKSP). One of the conditions would be to have the subject property be annexed in to the CFD to help pay for public service. This project was considered in 2007 with LAFCo and the City prepared a Negative Declaration for the project and the map. It was found there wouldn’t be a negative impact.

**Council Discussion** - Council Member Blayney stated that the map was approved before the NKSP and it stands valid as it is. The Planning Commission had some concerns which were addressed by the applicant and the Planning Commission felt comfortable with going forward. Council Member Dix asked for clarification regarding the dates. Mr. Collins explained the extensions. He also explained that the developer will follow the design guidelines of the NKSP. Council Member Dix asked if a park was discussed with the applicant. Mr. Collins said that it was not but they would pay park impact fees. Council Member North pointed out that the only other park on that side is a ponding basin. Council Member Dix agreed and said the other new developments would have a park.

**Open Public Comment** - At 6:23 P. M. Mayor Roman opened for public comment.

Piar Ghuman, owner and director of his companies, stated that the map was annexed into the City in 2007. Because of the recession, they had to let the project go. He said that they will be very cooperative to meet the City’s needs. They will be building semi-custom homes.

**Close Public Comment** - At 6:24 P. M. Mayor Roman closed public comment.

**Continued Council Discussion** – None

**Close Public Hearing** – At 6:24 P. M. Mayor Roman closed the public hearing.

**Adopt Resolution No. 2017-37** – A motion was made by Council Member Blayney, seconded by Council Member North, to adopt Resolution No. 2017-37 initiating the Reorganization (annexation) of approximately 13 acres of land located on the north side of Kamm Avenue between South Academy and Mendocino Avenues on the north end of Kingsburg into the City of Kingsburg and detachment from the Kings River Conservation District, Fresno County Fire Protection District, and the Consolidated Irrigation District. The motion carried by unanimous voice vote.

**Ordinance No. 2017-006** – A motion was made by Council Member Blayney, seconded by Council Member North, to waive first reading and introduce Ordinance No. 2017-006 with the following recital representing reading of the Title of said Ordinance:

**Ordinance No. 2017-006**

**An Ordinance of the City Council of the City of Kingsburg  
Approving the Pre-zoning of 13 Acres from the Fresno County AE-20  
(exclusive agriculture, 20-acre minimum) Zone District to Kingsburg R-1-7  
(single family residential, one unit per 7,000 square feet) Zone District.**

The motion carried by unanimous voice vote.

**Adopt Resolution No. 2017-38** - A motion was made by Council Member North, seconded by Council Member Blayney, to Adopt Resolution No. 2017-38 upholding the Planning Commission's recommended approval of Planned Unit Development (PUD) 2016-04, subject to the listed conditions, and approving the necessary findings consistent with Chapter 17.76 of the Kingsburg Municipal Code. The motion carried by unanimous voice vote.

**Proposed After School and Summer Recreation Fee Increase.** Staff Report prepared by Community Services Director Adam Castaneda

Mr. Castaneda reviewed his proposal for increasing the After-School Recreation and Summer Recreation Program fees from \$115 to \$130. These fees have not been raised since 2007 and minimum wage has gone up greatly since then. He is also recommending that we streamline penalties for late payments as outlined in his report.

A motion was made by Council Member Dix, seconded by Council Member Smith, to Adopt Resolution 2017-036 approving an amendment to the Master Fee Schedule amending After School and Summer Recreation Program Fees. The motion carried by unanimous voice vote.

**Crime Statistics Report for the Month of June 2017 – Prepared by Kingsburg Police Department  
Records Supervisor Corina Padilla and presented by Police Chief Neil Dadian**

Chief Dadian stated that crime is relatively flat. There is an increase in commercial and auto theft. Citizens initiated 51% of calls and officers 49% so we are getting closer to officers initiating more calls than the public. He commented on officers and supervisors going to training and other staffing matters.

Informational- No Action Necessary

**Code Enforcement Policy Discussion- Staff Report prepared by City Manager Alexander Henderson**

Mr. Henderson explained that as part of revitalization efforts, including revamping of the Historic Train Depot, current abatement work on the old Stone Hotel, and recommendations related to the recent Community Planning Action Team, the City has identified a number of properties that still remain in a dilapidated state. He said that a more structural abatement has been in discussion with staff. There are substandard buildings that are bringing down the property values of neighboring properties. He stated that it is not our intent to be malicious. This has been a discussion with the Economic Development Committee.

Council Member Dix said that he thinks this is great. He is a property right activist but thinks those rights should be in balance with other neighboring properties. It is important for revitalization. Mayor Roman commented that we have some places in town that have been sitting vacant for so long. Council Member Dix stated that they are hazardous to the community, both economically and public health and safety.

Mayor Roman stated that she wants to see all the buildings being used; there is great potential. Council Member Blayney asked how it would be determined what buildings would be cited. Mr. Henderson stated that we would start in the down town corridor with Mike Koch (Building Official) determining health and safety issues. City Attorney Michael Noland has provided a full memorandum that outlines the process that would be used when working with property owners. Council Member North asked if there is a limit of how long a building can be vacant. It is a concern when it is vacant for so long. Mr. Henderson said that we will look into it. Most would fall under the proposed code. City Attorney Michael Noland stated that we recommend the incorporating the additional State codes to assist the City. He stated that we are looking for direction.

Council gave direction to proceed.

**Community Planning Assistance Team (CPAT) Report Discussion**

Economic Development Consultant Jolene Polyack stated that the Team came in April for 4 days. She reviewed their findings and recommendations.

Council agreed with the report. Informal presentation, no formal action required.

**Current Development Update**

City Manager Alex Henderson informally updated the Council on the 25 projects that are ongoing in the City right now. He stated that this report will be included in the Kingsburg Carrier to let the public know what is going on.

## **Council Reports and Staff Communications**

- 1. Community Services Commission-** Meeting Monday night at 6:30 P. M.
- 2. Public Safety Committee-** Met last week. Working on Community Watch signs. Instead of doing Klass Kids, looking into investing funds to bring the equipment in house.
- 3. Chamber of Commerce -** Met on 7/12. September 23<sup>rd</sup> Harvest Moon Festival; November 2nd Ladies Night Out. Fireworks were a success. Farmers Markets will be starting soon from 9:00 A. M. to 1:00 P. M. at Downtown Park. Looking to purchase a sign at the 99 offramp to advertise businesses and upcoming events.
- 4. Economic Development-** Met about a sports complex and the code enforcement.
- 5. Finance Committee-** Meets in August. Gave a conditional letter of employment today for Finance Director.
- 6. Planning Commission** -Last meeting was about Ghuman Project.
- 7. City Manager's Report-** In the budget process, Council Member Dix spoke about a Mirco Grant Program. Plans to bring something back the first week in August.

### **Other Business that may come properly before the City Council - None**

**Adjourn** – Mayor Roman adjourned the Regular Kingsburg City Council Meeting at 7:18 P.M.

Submitted by:

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Abigail Palsgaard, City Clerk

**ORDINANCE NO. 2017 - 006**

**AN ORDINANCE OF THE CITY OF KINGSBURG AMENDING TITLE 17 - ZONING, OF THE  
KINGSBURG MUNICIPAL CODE, PRE-ZONING REAL PROPERTY FROM FRESNO  
COUNTY AE-20 ZONE DISTRICT (EXCLUSIVE AGRICULTURE, 20-ACRE MINIMUM) TO  
KINGSBURG R-1-7 ZONE DISTRICT (SINGLE-FAMILY RESIDENTIAL, ONE UNIT PER  
7,000 SQUARE FEET)**

**The City Council of the City of Kingsburg does ordain as follows:**

Section 1. The real property located on the north side of Kamm Avenue between South Academy and Mendocino Avenues on the north end of Kingsburg, containing approximately 13 acres (see Exhibit A); APN 393-270-03 (42,432 square feet), 393-270-13 (3.57 acres), 393-270-14 (2.97 acres) and 393-270-15 (4.94 acres) is pre-zoned R-1-17 (Single Family Residential, One Unit per 7,000 square feet)..

Section 2. This pre-zoning has been processed consistent Section 17.88.110 of the Kingsburg Municipal Code.

Section 3. This ordinance shall take effect thirty (30) days after passage. Prior to the expiration of fifteen (15) days from the passage hereof this Ordinance shall be published once in a local newspaper of general circulation and delivered within Kingsburg, together with the names of the members of the City Council voting for and against this matter.

The foregoing ordinance was passed and adopted by the City Council of the City of Kingsburg on a motion of Council member \_\_\_\_\_, seconded by Council member \_\_\_\_\_, at a regular meeting held on the \_\_\_\_ day of \_\_\_\_\_, 2017, by the following vote:

AYES:	Council Member(s):
NOES:	Council Member(s):
ABSENT:	Council Member(s):
ABSTAIN:	Council Member(s):

APPROVED \_\_\_\_\_  
Mayor

ATTEST: \_\_\_\_\_  
City Clerk

I, Abigail Palsgaard, City Clerk of the City of Kingsburg do hereby certify that the foregoing Ordinance was introduced at a regular meeting of the Kingsburg City Council held on the \_\_\_\_ day of \_\_\_\_, 2017, and was adopted at a regular meeting of said Council held on the \_\_\_\_ day of \_\_\_\_\_, 2017, by the following vote:

\_\_\_\_\_  
Abigail Palsgaard, City Clerk



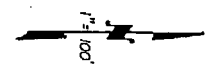
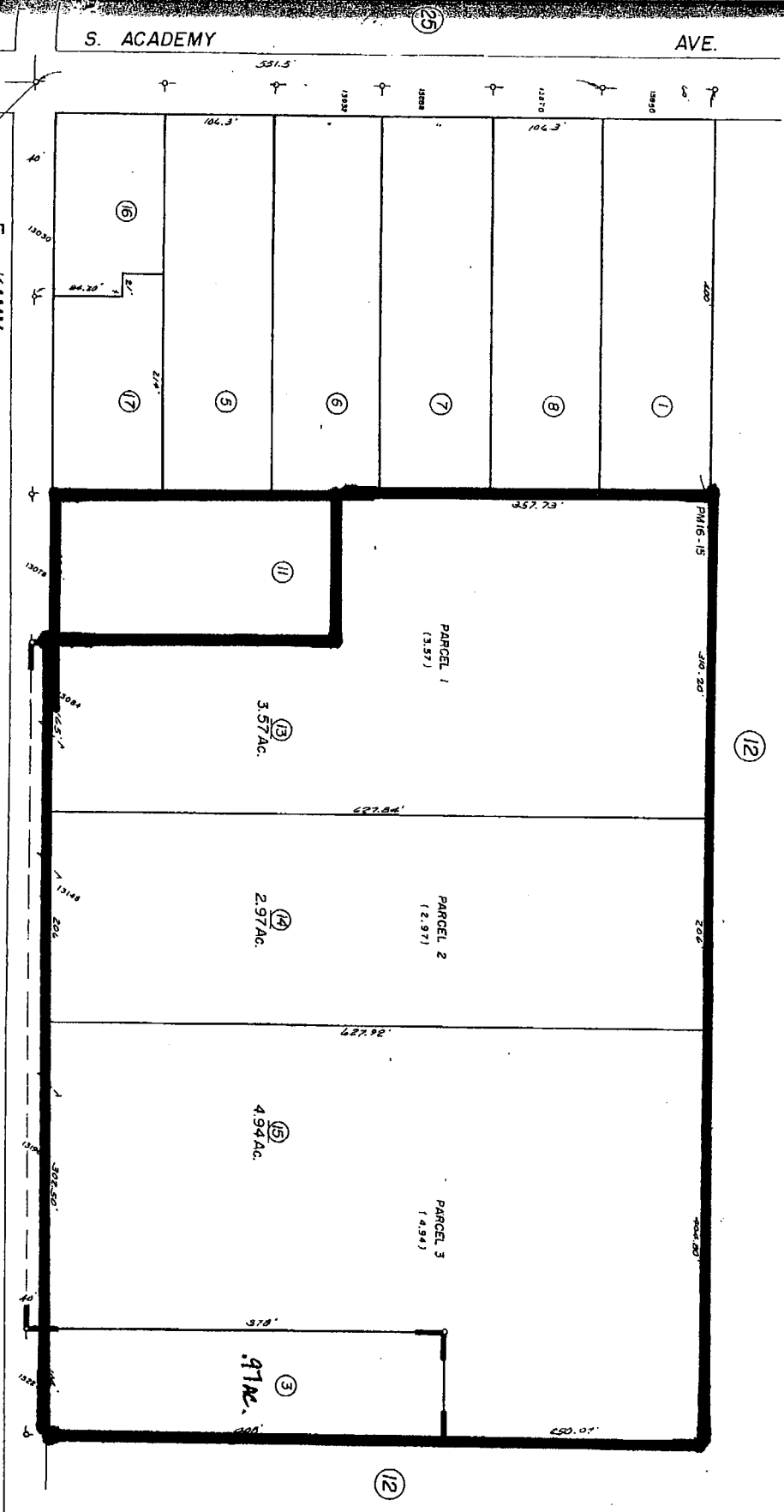
NOTE —  
This map is for Assessment purposes only.  
It is not to be construed as portaying legal  
ownership or divisions of land for purposes  
of zoning or subdivision law.

POR. SEC. 14, T. 16 S., R. 22 E. M.D.B. & M.

Tax Rate Area  
121-001

393-27

# EXHIBIT A: ZONING ORD. AMENDMENT AE-20 TO R-1-7



Parcel Map No. 2496 - Bk. 16, Pg. 15

Bk.  
394

NOTE - Assessor's Block Numbers Shown in Ellipses.  
Assessor's Parcel Numbers Shown in Circles.

Assessor's Map Bk. 393 - Pg. 27  
County of Fresno, Calif.



## City of Kingsburg

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Michelle Roman  
Mayor

Bruce Blayney  
Mayor Pro Tem

COUNCIL MEMBERS  
Staci Smith  
Sherman Dix  
Laura North

Alexander J. Henderson  
City Manager

July 28, 2017

California Public Utilities Commission  
505 Van Ness Avenue  
San Francisco, CA 94102

Dear President Picker and Commissioners,

As the City of Kingsburg's Mayor, I am writing to express my support for Pacific Gas and Electric Company's Enhanced Economic Development rates and respectfully urge the California Public Utilities Commission to approve their extension. Since its initial approval in 2014, this rate structure has benefitted Kingsburg and the greater central San Joaquin Valley region through business retention and expansion and the accompanying job creation that brings.

As you know, these rates allow PG&E to offer a competitive electric rate to attract employers to California and help convince businesses looking elsewhere to not only remain in the state, but possibly expand their operations. The effort has been effective and fits perfectly with my economic development push, which is focused on growing and diversifying the City of Kingsburg's economy and reducing its unemployment rate. California's economy has certainly improved since 2014, but parts of the state such as this region are still experiencing high unemployment and stagnant wage growth.

A primary reason that the Central Valley has been able to attract thousands of jobs and increase commerce in the area is a direct result of the Enhanced Economic Development Rate, which offers a 30% rate reduction for five years in areas which continue to have the highest unemployment in the state. These rates still benefit all PG&E customers by making more revenues available to cover the utility's fixed costs.

PG&E would not only like to continue these reductions, but expand the scope. The current program cap is 200 megawatts. PG&E proposes increasing that to 400 megawatts, and adding an option for another 200 megawatts if the need arises, through an advice filing to the commission. The utility is also proposing an option for small businesses who don't qualify for the current rate, and includes businesses that want to stay in California but don't qualify because they're not considering an out of state option. The new proposal also allows for agricultural customers to qualify, if their business can reasonably be relocated.

For cities and counties in PG&E's service area - such as Kingsburg - which have unemployment rates at least 25 percent higher than the state average, the extension and expansion of this rate is critical to our job growth efforts. Thank you for your consideration of this request.

Sincerely,

Mayor Michelle Roman



08/02/2017  
IV. 4.



## City of Kingsburg

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City Manager

July 28, 2017

California Water Commission  
P.O. Box 942836  
Sacramento, California 94236-0001

RE: Temperance Flat Dam and Reservoir

Dear California Water Commission Members,

The Kingsburg City Council would like to voice our strong support for the proposal to build Temperance Flat Dam and Reservoir in Fresno and Madera counties. Temperance Flat has been identified as being among the best locations for new multi-objective surface storage in California.

Over the past few years natural drought conditions have been particularly difficult on the central and southern San Joaquin Valley. Regulatory curtailments of water supplies have simply been devastating to valley agriculture and much of our economy. At the same time, this lack of surface water led to understandable overutilization and overdraft of the valley's greatest reserve supply — groundwater. As a consequence, water tables have plummeted; wells by the thousands have dried up and failed, demonstrating repeatedly the absolute necessity of developing additional surface water storage to capture high flows in big storm events and water years, putting the stored water to beneficial use. This includes capturing and storing excess Sierra runoff to enable its use for groundwater recharge in the lengthy process required to convey and percolate water for such purposes.

Current storage at Millerton Lake/Friant Dam has an annual average inflow of about 1.8 million acre-feet (capacity 520,500 acre-feet, but with "active" available storage above "dead pool" of just 385,000 acre-feet) is currently unable to store water in successive years. Temperance Flat would create additional capacity of some 1.3 million acre-feet. It would be managed to provide a broad array of public benefits, including ecosystem restoration, flood control, recreation, water quality, and emergency water supply, in combination with non-public benefits water supply and hydropower benefits.

The Temperance Flat Dam and Storage Project will have deep reverberating impact on the future of not only agriculture in the valley but also on the countless other industries and people that will benefit from the additional water that this project would provide.

The Kingsburg City Council sees this project as a critical economic development driver for our region. We are proud to join a diverse coalition of organizations and agencies in supporting this project and we ask for your favorable consideration.

Sincerely,

Mayor Michelle Roman.

cc: Mario Santoyo, Executive Director San Joaquin Valley Water Infrastructure Authority





Meeting Date: 08/02/2017  
Agenda Item: V. 1.

## CITY COUNCIL MEETING STAFF REPORT

**REPORT TO:** Mayor Roman & City Council

**REPORT FROM:** Alexander J. Henderson, City Manager; ICMA-CM

**REVIEWED BY:**

**AGENDA ITEM:** Micro-Grant Program

**ACTION REQUESTED:** ☐ Ordinance ☐ Resolution ☐ Motion ☒ Receive/File

### EXECUTIVE SUMMARY

During the City's 2017/18 budget process, the Council held discuss regarding the creation of a program that would partner the City with private residents, groups or service clubs to help finance projects that may otherwise go unfunded.

As such, staff has created a micro-grant program for Council consideration. The attached document provides guidelines for the proposed program. While all projects will be considered, the main purpose of the grant is to support the following strategic priorities:

- Beautifying a public space/park
- Support community programs/group activities
- Provide a safety benefit
- Improve overall quality of life in our community
- Promote sustainable economic development

The proposed program provides for reimbursement ("Reimbursement") to an approved applicant of the costs actually paid with a Reimbursement range of \$500 to \$15,000.

The program is designed similar to the existing façade/alley improvement program, providing reimbursement to projects that are approved. Unlike the façade/alley program, the proposal would have the City Council give final approval based upon staff recommendations. The proposed program lays out a number of requirements that must be met in order to qualify (see program eligibility).

Staff is seeking direction on the structure of the proposal, including:

1. Total per grant size (currently proposed at \$15,000)
2. Matching requirement; should all grants require a match? Only those over a certain dollar amount?

It should be noted that staff researched the issue of prevailing wage. The issue of prevailing wage is summarized as follows:

In 2012, the California Supreme Court in *State Bldg. & Constr. Trades Council v. City of Vista*, held that a charter city may exempt itself from the State's prevailing wage requirements on the city's locally funded public works projects because the wage levels of contract workers constructing locally funded public works are a "municipal affair". However, the *City of Vista* case was legislatively overturned by California Labor Code Section 1782. Labor Code



Section 1782 prohibits charter cities from receiving or using state funding or financial assistance for construction projects if the charter city has a charter provision or ordinance (Kingsburg has an ordinance) authorizing noncompliance with the state prevailing wage laws. Section 1782 does not restrict a charter city from receiving or using state funding or financial assistance that was awarded to the city prior to January 1, 2015 or from receiving or using state funding or financial assistance to complete a contract awarded prior to January 1, 2015. Also Section 1782 does not apply to contracts for projects of \$25,000 or less when the project is for construction work or projects of \$15,000 or less when the project is for alteration, demolition, repair or maintenance work.

Also included is a proposed scoring rubric that would be utilized by staff to score the initial applications. Staff would then provide a recommendation to Council based upon applications that meet the necessary requirements.

**RECOMMENDED ACTION BY CITY COUNCIL**

1. *Provide direction on program. Council could also direct additional discussion to the City's Finance Committee for further review and recommendation.*

**POLICY ALTERNATIVE(S)**

1. NA

**REASON FOR RECOMMENDATION/KEY METRIC**

1. Provides incentive for quality of life and public/private partnerships

**FINANCIAL INFORMATION**

**FISCAL IMPACT:**

- |                              |            |
|------------------------------|------------|
| 1. Is There A Fiscal Impact? | <u>Yes</u> |
| 2. Is it Currently Budgeted? | <u>No</u>  |
| 3. If Budgeted, Which Line?  | <u>N/A</u> |

**PRIOR ACTION/REVIEW**

The City Council discussed this type of program during budget discussions. No formal action or proposal has been considered previously.

**BACKGROUND INFORMATION**

See Executive Summary.

**ATTACHED INFORMATION**

1. DRAFT Program Guidelines
2. Proposed Scoring Rubric



2017-18

# Kingsburg Micro-Grant Program

VISIT  
ONE OF  
THE **5** U.S.  
**FINALISTS**

FOR SEASON TWO



OF THE SMALL  
BUSINESS  
REVOLUTION

**COME  
SEE WHY**



*City of*  
**KINGSBURG**





## **Kingsburg Micro-Grant Program**

The City of Kingsburg ("City") has adopted a micro-grant program intended to provide funding for the support of a myriad of improvement activities in our community. While all projects will be considered, the main purpose of the grant is to support the following strategic priorities:

- Beautifying a public space/park
- Support community programs/group activities
- Provide a safety benefit
- Improve overall quality of life in our community
- Promote sustainable economic development

The Program provides for reimbursement ("**Reimbursement**") to an approved applicant of the costs actually paid with a Reimbursement range of \$500 to \$5,000.

**ALL PROJECT ACTIVITIES MUST BE APPROVED PRIOR TO WORK COMMENCING.**

### **PROGRAM ELIGIBILITY:**

The following Program requirements must be satisfied:

1. Individual grant awards will range from a minimum of \$500 to a maximum of \$5,000.
2. Applications will only be accepted from a private Kingsburg resident(s), group, or established Kingsburg service club.
3. All requests must be submitted prior to any work taking place. Any work taking place prior to approval will not be eligible for reimbursement.
4. While not required, applications that provide matching dollars will receive priority. Those providing matching funds must show proof of ability to provide funding.
5. Applicant may be required to provide additional information in the form of a presentation.
6. Depending upon the project, applicants may be required to provide additional budget quotes.
7. Grant funds cannot pay for personal property, charitable donations, alcohol, faith-based activities, operational costs, items that will be donated/raffled/auctioned, or political campaigning.
8. All improvements are subject to review and approval as required by all applicable federal, state and local laws, rules, regulations and ordinances.

9. It is the responsibility of the applicant to ensure that any activity or program that is funded is in compliance with all applicable zoning, health, building or other codes and regulations.
10. The City reserves the right to award Reimbursement it deems to be in the best interest of the Program. The City reserves the right to withhold Reimbursement until all conditions precedent to Reimbursement have been satisfied.
11. All Reimbursement is subject to available funding. Annual City funding will be limited. Application does not guarantee Reimbursement funding.

**Ineligible Improvements:**

1. The Reimbursement is not available for retroactive applications for previously completed improvements.
2. Labor costs paid to the owner/applicant or to relatives or affiliates of the owner/applicant unless otherwise approved.
3. Site plan and building permit fees.
4. Financing or loan fees.
5. Consultant fees including architectural, engineering, appraisal, attorney, design or decorator fees (unless otherwise approved).
6. Items taxed as personal property.

**APPLICATION REQUIREMENTS FOR REIMBURSEMENT:**

1. The applicant must complete the Program application and submit a completed application and all required attachments to the City.
2. Community support. Please provide at least 15 signatures from Kingsburg residents that show support for the proposed project.
3. Quotes or bids for the total project. Staff may request a project activity timeline as well as samples/visual examples of the proposed project.

**PROCESSING OF REIMBURSEMENT APPLICATION:**

1. The Reimbursement application must be completed by a sponsor applicant who will serve as the project lead. Applications and reimbursement requests should be submitted

to City Hall where it will be reviewed for accuracy and compliance.

2. The applicant must submit a detailed site plan illustrating proposed improvements.
3. In addition to the site plan, a detailed project budget identifying all project costs, including estimates from qualified and licensed contractors will be submitted by the applicant.
4. The application along with all items identified in paragraphs 2 and 3 of this section (collectively “**Documents**”) are reviewed by the City to verify the project meets all eligibility requirements and Program objectives.
5. If the application and all Documents meet all eligibility requirements and program objectives, the applicant will be notified that its project has been accepted for consideration.
6. If approved, the project may commence upon written notification from the City. If the application or Documents do not satisfy eligibility requirements and Program objectives, they will be returned to the applicant with a request for modifications.

**POST-APPROVAL PROCEDURES FOR REBURSEMENT:**

The City Manager or his/her designee, prior to any construction or installation, must approve every change order in a form acceptable to the City. All approved change orders shall be attached to the original site plan in the form of a dated addendum.

1. City staff may conduct periodic inspections of the Project to ensure compliance with the Documents.
2. Project completion must occur within sixty (60) days after the date of approval and issuance of all required permits and approvals for construction of the project. The City, in its discretion, may grant a single extension of time to complete the project upon written request of the applicant, which request will identify, with specificity, the reasons for the requested extension.
3. Reimbursement will be paid to the applicant upon completion of the close of the project upon receipt of proof of payment of all costs and expenses of the project and receipt of unconditional waivers and releases by the general contractor and all subcontractors and materialmen providing labor, work or materials to the Project. Reimbursements will not be made if any Program requirements remain unsatisfied.

**RIGHTS RESERVED:**

The City of Kingsburg reserves the right to reject any and all applications. The Program guidelines and requirements identified herein are subject to revision or amendment by the City at any time. The City may discontinue this Program at any time.





Scoring Rubric for Projects:

Category	Scoring Criteria	Total Points	Score
<b>Project Eligibility and Ranking Criteria</b>	The type of project meets eligibility requirements.	5	
	Overall impact on the community – number of community members impacted.	5	
	Ability of person(s), group to complete the project (previous experience or proof of contract).	5	
	Timeframe for project completion. (i.e. projects that can be completed in less than 3 months will receive highest possible score).	5	
	Overall economic impact. Promotes sustainable economic development.	5	
	Overall impact on quality of life.	5	
	Provides a safety benefit.	5	
	Supports existing community program, or group activity.	5	
	Amount of matching dollars provided by private entity. (higher matching dollars receive higher points).	10	
	Amount of grant requested (lower requests receive higher points)	10	
<b>Score</b>	<b>Total Points</b>	<b>60</b>	

## Scoring Rubric for Oral Presentations: Example #2

### Content and Scientific Merit (60 points)

#### *Introduction:*

- Defines background and importance of research.
- States objective, and is able to identify relevant questions.

#### *Body:*

- Presenter has a scientifically valid argument.
- Addresses audience at an appropriate level (rigorous, but generally understandable to a scientifically-minded group).
- Offers evidence of proof/disproof.
- Describes methodology.
- The talk is logical.

#### *Conclusion:*

- Summarizes major points of talk.
- Summarizes potential weaknesses (if any) in findings.
- Provides you with a “take-home” message.

### Speaking Style/Delivery (20 points)

- Speaks clearly and at an understandable pace.
- Maintains eye contact with audience.
- Well rehearsed (either extemporaneous or scripted presentation).
- Limited use of filler words (“umm,” “like,” etc.).
- Speaker uses body language appropriately.
- Speaker is within time limits.
- Speaker is able to answer questions professionally.
- Speaker is dressed appropriately.

### Audio/Visual (20 points)

- Graphs/figures are clear and understandable.
- The text is readable and clear.
- Audio/Visual components support the main points of the talk.
- Appropriate referencing of data that is/was not generated by presenter

### General Comments

### Scoring Rubric for Oral Presentations: Example #3

<b>PRESENCE</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>
-body language & eye contact						
-contact with the public						
-poise						
-physical organization						
<b>LANGUAGE SKILLS</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>
-correct usage						
-appropriate vocabulary and grammar						
-understandable (rhythm, intonation, accent)						
-spoken loud enough to hear easily						
<b>ORGANIZATION</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>
-clear objectives						
-logical structure						
-signposting						
<b>MASTERY OF THE SUBJECT</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>
-pertinence						
-depth of commentary						
-spoken, not read						
-able to answer questions						
<b>VISUAL AIDS</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>
-transparencies, slides						
-handouts						
-audio, video, etc.						
<b>OVERALL IMPRESSION</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>
-very interesting / very boring						
-pleasant / unpleasant to listen to						
-very good / poor communication						

**TOTAL SCORE** \_\_\_\_\_ / 30

## Scoring Rubric for Oral Presentations: Example #4

	Poor			Excellent	
	1	2	3	4	5
<b>PRESENTATION SKILLS</b>					
Were the main ideas presented in an orderly and clear manner? .....					
Did the presentation fill the time allotted? .....					
Were the overheads/handouts appropriate and helpful to the audience? .....					
Did the talk maintain the interest of the audience? .....					
Was there a theme or take-home message to the presentation? .....					
Was the presenter responsive to audience questions? .....					

### KNOWLEDGE BASE

Was proper background information on the topic given? .....					
Was the material selected for presentation appropriate to the topic? .....					
Was enough essential information given to allow the audience to effectively evaluate the topic? .....					
Was irrelevant or filler information excluded? .....					
Did the presenter have a clear understanding of the material presented? .....					

### CRITICAL THINKING

Were the main issues in this area clearly identified? .....					
Were both theoretical positions and empirical evidence presented? .....					
Were the strengths and weaknesses of these theories, and the methods used to gather this evidence adequately explained? .....					
Did the presenter make recommendations for further work in this area? .....					
Did the main conclusions of the presentation follow from the material presented? ...					
Were competing explanations or theories considered and dealt with properly? .....					

**OVERALL IMPRESSION** ..... / 15

### COMMENTS

**TOTAL SCORE** ..... / 100